



New Program Proposal Form

Date of Proposal Submission: _____

Division: _____

Program Title: _____

Degree Type:

Certificate Minor

Bachelor of Arts Bachelor of Science Masters of Arts Masters of Science

Required Credit Hours for Degree Completion: _____

Please attach the list of required courses, differentiating between courses currently offered at Wilberforce University and new courses. A New Course Proposal Form will need to be completed for each new required course. Please attach a Suggested Four Year Curriculum.

1. Justification

Please explain why this program is being proposed, how it pertains to the Mission of Wilberforce University, and its relationship with in both the University and Academic Affairs strategic plans. (Attach additional documentation if necessary)

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2. Catalogue Description

Program description as it will appear in the University catalogue.

3. Need for Program

Please attach the evidence for the need of this program including:

- Labor Projections for this discipline in the U.S. and abroad
- Market Analysis demonstrating level of demand
 - Survey of Prospective Students
 - Survey of Prospective Employers for this discipline
 - Other Data
- Uniqueness of the Program
 - Analysis of Similar Programs in Area at Other Universities (Antioch College, Cedarville College, Central State University, Clark State Community College, Sinclair Community College, University of Dayton, Wittenberg University, Wright State University)
- Enrollment Projections for five years
 - Describe the process of how this information was calculated

4. Program Assessment

Please attach the assessment plan for this program in the University Standard Format and identify who will be responsible for collecting the assessment data and writing the assessment reports.

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5. Budget

Please attach a five budget for offering this program. Include in the budget: cost for human resources (full time faculty members and adjunct), cost for technology support including the purchase of any software needed (if applicable), cost for laboratory supplies (if applicable), cost for specialized equipment (if applicable), cost for marketing the program and any additional costs.

6. Approvals

Signature of Dean _____ Date _____
Division Approval

Signature of Chair _____ Date _____
Academic Policies Committee Approval

Signature of VP for Academic Affairs _____ Date _____
Faculty Approval

Signature of President _____ Date _____
Administration Approval

Signature of Chairman of the Board _____ Date _____
Board Approval

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